



# Tony Evers

Office of the Governor | State of Wisconsin

## **Project Attorney – Pardon Process**

The Office of Governor Tony Evers is seeking a Project Attorney to join the Governor's legal team. The focus of this position will be supporting the pardon process and the Governor's Pardon Advisory Board.

### **Job Responsibilities**

The Project Attorney will primarily be responsible for duties relating to the pardon process. This includes:

- Managing the pardon application process;
- Ensuring compliance with statutory and constitutional requirements related to victim notification and open records/meetings law;
- Preparing documents for review by the Pardon Advisory Board and staffing meetings of the Board;
- Researching relevant legal issues;
- Briefing the Governor on the Board's recommendations;
- Supervising the work of legal assistants in the pardon process;
- Supervising law school clerks each semester, providing training and feedback; and
- Completing other legal and research tasks as assigned.

This is not an advocacy position. The Project Attorney will be required to maintain impartiality and ensure that applications are complete, vetting is thorough, and impacted court officials, victims, and any other stakeholders are properly engaged in the process.

### **Qualifications**

The ideal candidate will have the following qualifications:

- Admitted to practice law in the State of Wisconsin;
- Experience or knowledge of the criminal justice system;
- Strong verbal and written communication skills;
- Demonstrated professionalism, diplomacy, discretion, and efficiency;
- Proficient with Microsoft Office products and Adobe Acrobat; and
- Organized, with attention to detail.

### **Compensation**

This is a part time limited-term employment (LTE) position. The Project Attorney will be expected to work 35 hours per week. Hourly wage is \$28.04 - 35.71/hour, commensurate with experience.

**How to Apply**

To apply send a resume and cover letter to [olc.go@wisconsin.gov](mailto:olc.go@wisconsin.gov). Please submit your information as soon as possible. Applicants will be considered on a rolling basis until April 21, 2023.

The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high-quality staff who are committed to increasing the diversity of the office.